

STUDENT HANDBOOK
1978-79

SCHOOL OF LAW
UNIVERSITY OF HAWAII

Welcome to all of you in the Law School Community to a new academic year which should be both personally and professionally rewarding.

This Handbook has been designed to provide you with a ready source of basic information about the School's organization, procedures and services, and will be supplemented by additional notices throughout the year. Please check the bulletin boards frequently for new information.

The Office of Student Services stands ready to assist you in whatever way possible. Please drop by.

Again, best wishes for a good year.

Judith Kirkendall
Student Services Office

UNIVERSITY OF HAWAII AT MANOA
LAW SCHOOL CALENDAR 1978-79

FALL SEMESTER 1978

Academic Advising.....	August 21 - September 1 (M-F)
Registration.....	August 24, 25, 30 (TH, F, W)
First-year Orientation.....	August 31 (TH)
Holiday: Labor Day.....	September 4 (M)
Scheduled classes begin.....	September 5 (T)
Law School Convocation.....	September 5 (T)
Last day to register.....	September 18 (M)
Last day for all Fall graduating students to file diploma application.....	September 18 (M)
Last day to withdraw from courses.....	September 26 (T)
Holiday: Discoverer's Day.....	October 9 (M)
Last day for instructors to submit "I" removal grades to Records Office.....	November 1 (W)
Holiday: General Election Day.....	November 7 (T)
Holiday: Veteran's Day.....	November 10 (F)
Holiday: Thanksgiving Day.....	November 23 (TH)
Holiday: Instructional.....	November 24 (F)
Last day of instruction.....	December 8 (F)
Study Period.....	December 9-13 (Sat-W)
Final Examinations.....	December 14-22 (TH-F)
Commencement.....	December 23 (Sat)
Fall semester ends.....	December 23 (Sat)
Holiday: Christmas.....	December 25 (M)
Holiday: New Year's.....	January 1 (M)

SPRING SEMESTER 1979

Academic Advising.....	January 8-19 (M-F)
Registration.....	January 11, 12, 17 (TH, F, W)
Scheduled classes begin.....	January 22 (M)
Last day to register.....	February 2 (F)
Last day for all Spring graduating students to file diploma application..	February 5 (M)
Last day to withdraw from courses.....	February 12 (M)
Holiday: President's Day.....	February 19 (M)
Holiday: Kuhio Day.....	March 26 (M)
Spring Recess.....	March 26-31 (M-Sat)
Last day for instructors to submit "I" removal grades to Records Office.....	April 2 (M)
Holiday: Good Friday.....	April 13 (F)
Last day of instruction.....	May 4 (F)
Study Period.....	May 5-9 (Sat-W)
Final Exams.....	May 10-18 (TH-F)
Commencement.....	May 20 (Sun)
Spring semester ends.....	May 20 (Sun)

THE LAW LIBRARY

The Law School Library will begin the Fall Semester of 1978 with a bookstock of approximately 100,000 volumes. Of this number approximately 70,000 are located in the Law Satellite library facility on the Law School premises. The remainder of the collection is located in the Hamilton Graduate Library on the upper campus.

In general, students can expect to find at the Law School location the large sets of legal matters which are most heavily used in legal research. This category includes the court reports (Federal, State and English), the annotated state statutes for all of the states, most law reviews, looseleaf services and the large encyclopedic and citation sets. In addition, the librarians have selected a limited number of separate treatises which receive very heavy class use for location in the Satellite Library Course Reserve.

Hamilton Library is used for the storage of the main body of separate treatises. Since these books are also important for certain areas of research, students are cautioned to remember that this important segment of the library collection is not located at the Law School. A card catalog is located in the Satellite Library. This catalog will only provide information for those books which are actually located at the Law School. Full access to the entire Law Library collection can only be obtained by reference to the main card catalog located in Hamilton Library.

The Law Satellite Library collection is a reference collection. This means that, contrary to the practice in most other libraries, none of the books in the Satellite Library can be taken from the premises. All students are issued keys to the Satellite Library and may use the facility on a 24-hour basis at their convenience. Given the special nature of legal research, however, the library cannot function to the best possible use of all patrons unless all books remain on the premises.

The Law Library is serviced by a Law librarian (Acting Dean and Associate Professor Jerry Dupont), three assistant law librarians (Regina Liu, Pearl Mann and Jolyn Tamura), a library technician (Gladys Ide) and a number of part-time student assistants. The Library Service Center/Reserve Book Room is open:

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.
Holidays	Hours will be posted

Students must charge out those books borrowed from the course reserve area under the same system and rules as are applicable in Hamilton Library. The normal charge-out period for course reserve materials is two hours. Students may re-charge course reserve materials after their two hours have expired unless another user has requested the book in question in the interim. Course reserve materials may be charged out for overnight use from 4:00 p.m. each day.

All law students will have separate carrels assigned to their personal use. The library carrel assigned to individual students is to be treated as though it were personal office space for that student at the School. All students are admonished to respect the privacy of other students' carrels. Any material in a carrel should be treated as the personal property of the assigned occupant. The one exception to that rule is books belonging to the library which are normally shelved in the Satellite Library. All such books will be considered available for general use unless they are actually being consulted by the carrel occupant at the time. Any Law Satellite volume which is not actually being used at the time by the carrel occupant is fair game for any other library user who has need for it.

STUDENT XEROX MACHINE

The library provides a coin-operated xerox machine for student use. This machine is located opposite the Reserve Room. Books may be taken from the library for the purpose of xeroxing on this machine. Students are requested to return the books to the library shelves after they complete their xeroxing.

STUDENT TELEPHONE (948-7760)

A telephone for student use is also provided in the student lounge. This telephone is equipped in such a way that only local calls can be initiated. While students may also use this phone to receive messages, the Law School cannot be responsible for monitoring the student phone. Incoming messages will have to depend upon willingness of any students present in that room to notify the desired party.

COFFEE SERVICE

A coffee hui arrangement will be functioning from the student lounge. Management of the hui's equipment and supplies is a student responsibility to be handled in whatever way interested students devise.

SPECIAL EQUIPMENT

The library has available for student and class use some audio-visual equipment. Microfiche readers are located in Room 10. The library also maintains videotape equipment, a movie projector, a slide projector, and four small cassette tape recorders. For use of this equipment please see the librarians.

STUDENT LOUNGE, TYPING AND STUDY ROOMS

The new addition to the library building contains seminar rooms. The seminar rooms are available for use as student typing rooms and small-group study rooms except when classes are being conducted. Your special attention is called to the fact that it will be impossible for you or your fellow students to use the library for study if social

groups congregate there. The librarian will do his best to keep social congregations out of the library. In order for this policy to work, however, the cooperation of all students will be essential. Students are urged to use the Student Lounge for socializing and other noisy activities.

STUDENT MESSAGES

Messages and mail for students will be posted throughout each week day on the student message bulletin board. It is each student's responsibility to check this board frequently and regularly. Messages will not be delivered to carrels. The administration will, of course, make every effort to contact students personally in emergency situations. Other important bulletin boards are located in the same area.

For notification purposes, students should always have their current addresses and telephone numbers on file with the administrative office.

LAW SCHOOL KEY SYSTEM

Every University of Hawaii Law School student is issued a key which will open the main library. The key will be the responsibility of the student until it is returned to the administration office upon graduation.

FINANCIAL ASSISTANCE

In general, all requests for long-term financial aid to students are handled by the Financial Aids Office on the upper campus. Law students must compete for assistance with other university students -- there is no special category of funds designated especially for law students with the exception of a limited number of tuition waivers. Check with the Financial Aids Office for further information.

Graduate students in good standing are eligible to apply for a one year, 9% interest loan in the amount of \$250 through the Graduate Student Organization Office. Application should be made in person to that office in the Graduate School Division, Spalding Hall.

The Law School maintains an Emergency Loan Fund from which interest free loans up to \$200 can be obtained and are to be paid by August 1, of the academic year in which they are negotiated. Checks are issued on Fridays, applications are accepted up to noon of the preceding Thursday. This revolving loan fund is a contribution to the school by Ned Good, Esquire of Los Angeles, California, and donors to the Dwight J. Miyauchi Memorial loan fund and by others.

PLACEMENT SERVICES

The Student Placement Office is established for the purposes of informing law students and graduates of the career opportunities open to persons with a legal education and of assisting private and public interest law firms, government agencies, industrial concerns, and other prospective employers in their efforts to identify and interview students and graduates. In its operations, the office insists upon strict adherence to the principle of equal employment opportunity without regard to sex, race, religion or national origin.

Placement opportunities for persons with a legal education are as numerous as the broad range of social functions that involve studying, shaping, teaching, administering, and practicing the law. However, continuous changes in legal doctrines and institutions and recent sharp increases in the number of law school graduates in the country have made it difficult to assess the current and future demand for specific kinds of legal employment. Based on a survey it conducted in March 1978, the National Association for Law Placement reports that from the Class of 1977, of the 138 ABA schools that responded, 93% of its graduates were employed; also, 92.9% of minority and women graduates were employed.

It is too early to predict employment prospects for the 1978 graduates of the University of Hawaii because employment statistics are customarily valid only after bar examination results have been announced. Compared, however, to NALP's employment report of the Class of 1977, based on data submitted in July 1978, the University of Hawaii had a significantly greater percentage of its graduating students placed than the national average. In fact, 100% of those passing the bar for the Class of 1977 were employed. Beginning salaries ranged from \$9,000 to \$20,000. Summer and part-time employment for law students was also high. In the past three years nearly all second and third year law students who sought law-related employment received suitable offers. Students and graduates have been placed with legal employment in Asia and the U.S. mainland though the great majority elect to work in Hawaii.

Equally difficult to assess is the extent to which the public and the legal profession will be responsive in the future to the need to make readily available additional legal services--services necessitated by increasing urbanization, more complex governmental regulations, new right to counsel rulings of the Supreme Court, and a heightened awareness on the part of the poor and middle class of their legal problems. Many new methods of delivering legal services--publicly funded legal services programs, group legal services, legal clinics, non-traditional legal services--are still in their developmental stages. If and when they are more fully implemented, they should offer significantly expanded employment opportunities for lawyers. In its curriculum, the University of Hawaii School of Law emphasizes the preparation of students to take advantage of these new professional opportunities.

LAW STUDENT ORGANIZATIONS

Ahahui O Hawaii

The Ahahui O Hawaii is an organization of Hawaiian students and graduates of the University of Hawaii School of Law. We now have approximately 17 members. Through the Ohana or family system we help each other successfully complete our legal education and, after graduation, help each other where possible in legal practice as well as share our experience with those Hui members who remain as students. In the end, the contributions we make as lawyers in our community will be all the richer because of the unity, strength and awareness we have found as Ohana members of the Ahahui O Hawaii.

American Bar Association - Law Student Division (ABA-LSD)

The ABA-LSD is the largest national law student organization. The LSD provides its members with an opportunity to point the law in new and innovative directions through the sharing of ideas and exposure to all aspects of legal concern. From women in the law to minority recruitment, from community legal services to law-related education, student members will be kept abreast of legal trends which may determine their participation as attorneys in an ever-changing society. Please note that the ABA-LSD Summer 1979 Annual Meeting will be held in Hawaii. We expect University of Hawaii law students to play an active role in the planning of this event. As many as 900 delegates from across the nation will be participating.

Christian Legal Society

A local chapter of this nationwide professional association founded in 1961 provides Christian law students, lawyers and judges with a means of mutual sharing and of witnessing to the legal community. Present activities include fellowship and discussion group meetings. Other activities may include Christian Service projects as determined by the members.

Hawaii Aloha

Hawaii Aloha is an organization of U.H. Graduate and Law students. Through the sponsoring of open forums, it attempts to present to the U.H. community and general public, both sides of topical, controversial issues which may affect our future in Hawaii. During the past year, these forums have embraced such topics as the use of Kaho'olawe, water rights and native Hawaiian rights, controlled growth, and most recently, the 1978 Gubernatorial Election.

Legal Fraternities

Unlike many "fraternities" which are either honorary societies or social groups, a professional fraternity is a specialized organization which limits membership to specific fields of professional education in accredited colleges and universities offering courses leading to recognized degrees. Both men and women are eligible for membership. The primary legal fraternities are Phi Delta Phi and Phi Alpha Delta. Currently, there are no chapters available at the U.H. School of Law. However, information is now available and our students are encouraged to seriously consider these opportunities.

UH Law Newsletter

The UH Law Newsletter, published bi-monthly by students of the University of Hawaii Law School, includes features, news items, and activities happening within the Law School and the legal community. Membership in the Newsletter is voluntary. Contributions and articles are also submitted by faculty and guest writers. The Newsletter tries to promote awareness of legal as well as non-legal issues of relevance.

UNIVERSITY OF HAWAII SCHOOL OF LAW
EXAMINATION PROCEDURES AND STANDARDS OF CONDUCT

Examination procedures and standards of conduct are set forth below to provide each instructor and student a guide to the norms of the University of Hawaii School of Law.

Unless the instructor specifically directs that the examination may be written outside the Law School, these provisions on Written Examinations apply.

1. Written examinations will be given only in designated rooms with no less than one seat space between persons taking the examination.
2. Persons typing their examination answer shall do so in a separate, designated room or rooms from that where persons are writing their examination; in all other respects persons typing the examination are bound by the same requirements as those persons writing the examination.
3. The instructor of the course for which the examination is given is urged to be available during the hours of the examination to respond to questions about the examination; if the course instructor is not able to be available he or she has the responsibility of having another member of the faculty or staff available to respond to questions regarding the examination. Responses to individual questions which might affect the grading of the examination should, as much as possible, be directed to the group taking the examination.
4. Students shall not have any book, notes, or other course-related material not authorized for use during the examination in a place other than that designated by the monitor.
5. There shall be a monitor present throughout each examination.
6. The monitor of an examination who has reasonable cause to believe a violation of examination rules, procedures or standards has occurred shall in writing:
 - a. describe the occurrence, ask for and note the student's name and examination number, and
 - b. submit the above writing along with his, the monitor's name to the Law School Dean or his delegate.

Every written examination, whether written outside the Law School or within the School, should have the following provisions applied.

7. Every examination should have explicit written instructions for conduct related to the examination.
8. Students must provide their own instruments for writing or typing their examination answers. Official examination booklets will be provided for every examination unless otherwise directed by the examination instructions.
9. Students must label every examination answer booklet or other answer sheet with their examination identification number.
10. Students must obtain their examination identification number from cards provided by the Law School Administration Office. Examinations not identified with a proper identification number may not be accepted.

General Provisions

It shall be a violation of the School of Law's Standard of Conduct for a student:

1. to provide or receive unauthorized aid for work submitted for credit in a course;
2. to submit the same or substantially the same work for credit in more than one course without prior authorization from the faculty members involved;
3. to violate examination regulations or procedures as printed or announced;
4. to intentionally misrepresent his/her academic qualifications when applying for admission, employment positions in student organizations, scholarships, financial aid or similar benefits;
5. to misuse, damage, or misappropriate property belonging to students, staff, faculty of the School of Law or the University of Hawaii; and
6. to violate the Rules of Conduct of the University of Hawaii generally.

NOTICE TO STUDENTS
UNIVERSITY OF HAWAII SYSTEM

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the campuses of the University of Hawaii System are hereby notified of the following:

1. It is the administrative policy of the University of Hawaii System to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - (a) The right to inspect and review education records.
 - (b) The right to request to amend education records.
 - (c) The right of protection from disclosure by the University of Hawaii System of personally identifiable information contained in education records without permission of the student involved.
 - (d) The right to waive certain rights under the Act.
 - (e) The right to file complaints concerning alleged failure by the University of Hawaii System to comply with the Act.
3. Students are advised that copies of the Act may be obtained from the offices of the Dean for Student Services, the Dean for Student Affairs, or the Dean for Academic Services, at the campuses of the University of Hawaii System at which students are in attendance. Required institutional policy and procedures will be published by the Office of the President of the University of Hawaii system as Business Manual Instruction 1614, Policies and Procedures Relating to the Family Educational Rights and Privacy Act of 1974.
4. Directory Information
Students are advised that certain personally identifiable information is considered by the University to be Directory Information and, in response to public inquiry, will be released without prior consent of the student unless the student otherwise so informs the University not to disclose such information.
 - a. Name of Student
 - b. Dates of attendance
 - c. College and major
 - d. Year in school

- e. Degrees awarded if any
- f. Local address including zip code while attending the University if in the locator printout
- g. Local phone number while attending the University if in the locator printout

A student may request that Directory Information not be made public by contacting in person the following office at the campus at which the student is in attendance no earlier than the first day of instruction and no later than fourteen calendar days from the first day of instruction of each term or semester, or the fourth day of instruction of each summer session.

If University of Hawaii at Manoa -- Office of the Director of Admissions and Records

If West Oahu College -- Office of the Registrar

If University of Hawaii at Hilo -- Office of the Dean of Student Services

If Community College -- Office of the Dean of Student Services

RESPONSIBILITIES OF FACULTY MEMBERS AND STUDENTS

The Statement on Responsibilities of Faculty and Students and Academic Grievance Procedure for Students, published by the Chancellor's office in September 1977, M-4527, which is applicable to all departments, colleges and schools on the Manoa Campus, provides the following:

A. Responsibilities of Faculty Members

1. To permit students to enroll in any lecture or seminar course provided the college/school requirements and course prerequisites are met and the predetermined class size is not exceeded.

2. To permit students who behave in accordance with the responsibilities indicated in the Responsibilities of Students (Section II) to complete any course in which they are enrolled.

3. To ensure that a course offered is in basic accord with the latest course description made available to students prior to registration.

4. To provide students at the beginning of the semester or session with an explanation of the course objectives; grading criteria for tests, papers and final grades; attendance requirements; and the manner in which the course will be conducted.

5. To retain student papers, tests, and examinations for six calendar months unless returned to the students and to permit students to examine their own papers and confer about the results upon request.

6. To provide regular class instruction as scheduled with class meeting beginning and ending at the stated times and to comply with other stipulates of the University calendar and examination schedule.

7. To provide students at appropriate times during the semester with fair and objective evaluations of their work and progress in the course. This does not apply to courses in which no work is presented for evaluation during the semester.

8. To provide students equitable and unbiased treatment within a classroom atmosphere conducive to learning.

9. To encourage students to question and to discuss the opinions, written materials, and other data considered part of the course content.

10. To maintain reasonable office hours during the course

of the regular semester mutually convenient to students and faculty, for student conferences, academic advising, and instructive evaluation.

11. To encourage constructive student evaluations of the course, teaching methods and procedures, and course materials.

12. To provide the student with instruction which effectively meets the course objectives.

13. To adhere to the policies of the Faculty Senate as adopted December 1975, along with any amendments thereto, concerning author's recognition of contributions to their work by students and others.

14. To refrain from any interference with the academic grievance procedures, or from any punitive action against a student because the student filed a grievance.

B. Responsibilities of Students

1. To exhibit classroom behavior which does not infringe on other students' rights to learn.

2. To attend classes and laboratory sessions as required by the instructor, recognizing that unexcused absences may adversely influence the final grade.

3. To fulfill course assignments and requirements as described by the instructor, recognizing that unfulfilled assignments and requirements may adversely influence the final grade.

4. To abide by student and academic regulations as published by the University of Hawaii, Manoa Campus.

5. To follow official procedures in pursuing redress of a grievance.

6. To refrain from frivolous grievances.

C. Student Absences

Rule 305(C) of the American Bar Association Standards for Accreditation provides that "regular and punctual class attendance is necessary to satisfy residence and class hours requirements." Note also the Manoa Campus Statement on the Responsibilities of Faculty Members, quoted above, items 2 and 4, and the Responsibilities of Students, quoted above, item 2, which deal with student class attendance. These Responsibilities require a teacher to notify the students at the beginning of the semester that regular and punctual class attendance is required and that the final grade may be adversely affected if a student does not fulfill this obligation. Finally, our

own law faculty Academic Regulations require "regular and punctual attendance at scheduled class meetings."

D. Grades

Grading norms are set out below to afford each instructor a guide to institutional expectation while at the same time permitting sufficient flexibility to allow for instructor variations and for variations in student performance in different courses. The norms are not mandatory but in the event of departure from the stated range the instructor will be expected to justify the departure on inquiry of the Dean or faculty. The norms are applicable to course, but not seminar grades.

GRADES

A - Excellent	(4)	5 - 15%
B - Good	(3)	25 - 45%
C - Satisfactory	(2)	40 - 65%
D - Low Pass	(1)	0 - 20%
F - No Credit	(0)	0 - 10%

Members of the full-time faculty shall be permitted to supervise up to three students each semester working on Special Projects (Directed Individual Study or Research, Law 555V), and either to give normal grades for these projects or to award credit or no credit. Such projects shall be limited to no more than three credits unless the faculty member supervising the projects, on written petition setting forth the reasons, secures approval from the faculty to award more credit prior to the beginning of the semester in which the project is to be undertaken. A decision whether the project shall receive a normal grade or credit or no credit shall be made by the supervising faculty member and entered in the student's record no later than the end of regular registration period for the semester in which the project will be undertaken.

A student must obtain the necessary forms and approval from the Associate Dean for the Directed Individual Study or Research in order to complete his or her registration.

GRADE REPORTS

Because the School of Law maintains the only complete permanent records for law students, the official grade reports will be mailed from the Student Services Office here.

INCOMPLETE GRADES

Professors have the discretion to agree to accept late work if such an arrangement is made for conditions which are beyond the student's control and not by carelessness or procrastination. It is the responsibility of the student to arrange for the makeup of an "Incomplete" grade. Refer to the Academic Calendar in the front of the Handbook for final deadlines for makeup of "Incomplete" grades.

TRANSCRIPTS

Official Law School Transcripts are issued by the Law School Registrar at no charge. To request transcripts, students should fill out the appropriate form in the Student Services Office. The Registrar will report Law School grades earned during the first semester of the first year as "Credit"/"No credit" only. All other grades are reported as letter grades.

Because of the length and nature of the examinations, the grading process of the law school is lengthy and grades are not reported to students until five weeks after the close of the examination period. Grades are mailed to students and are not available by telephone request. Grades will not be posted. However, a grade distribution list for each class will be posted at the time grades are released to students.

ACADEMIC STANDING

Students will be notified as to their academic standings in accordance with the relevant Academic Regulations. No record of class standing is maintained.

CHANGE OF REGISTRATION

A change of registration must be initiated on forms obtainable from the Law School Registrar. Additions and withdrawals must be completed before the published deadlines. Later changes must have the approval of the Dean. Requests for complete withdrawals and request for leaves of absence should be referred to the Law School Registrar.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

In accordance with relevant Academic Regulations, students will be advised by registered mailed notice of their academic standing.

ACCESS TO STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, as amended in December, 1974, makes a law school's files of current and former students open to the student and limits access to a student record to persons with legitimate educational interests. The University of Hawaii School of Law has incorporated as its rules and procedures the University of Hawaii at Manoa, Manoa Business Memorandum No. 6 as guidelines for the implementation of the Family Educational Rights and Privacy Act of 1974; where the University of Hawaii School of Law has promulgated guidelines which may overlap with the University guidelines, the more explicit guidelines prevail. This memorandum sets forth the University of Hawaii School of Law's rules and regulations pertaining to access to student records.

Individual records of each student admitted to the Law School shall contain:

- a. The application for admission, together with official transcripts of all previous college and professional work undertaken.
- b. The LSDAS reports including LSAT scores and pre-law grade average of applicant.
- c. The action of the administrative officer passing thereon.
- d. The date of admission.
- e. Law courses undertaken together with the grades and credits earned therein.
- f. Law courses for which the student is registered.
- g. Date of beginning and end of each period of attendance.
- h. Date of graduation or final dismissal from school.
- i. A record of all special action of the faculty or administrative officers affecting the individual including related petitions and other documents.
- j. In the case of a special student, or a student admitted after dismissal from another school on account of low scholarship, a statement of the considerations that led to the decision to admit the student signed by the admitting officer and the related petitions or document.

The Law School Registrar is the official custodian of student records. A student or former student has the right of access to inspect and review any personal educational record except:

1. confidential letters and statements of recommendation placed in the educational record prior to January 1, 1975;
2. confidential letters or statements of recommendation for which he/she has waived access rights;
3. confidential financial records of the parents of the students.

By written consent, the student may have released the information in any educational record. The written consent

should specify the records to be released, the reasons for such release, and to whom. If the student requests, he/she shall receive a copy of the released record.

Persons who have authorized access to student records and who need not record that access are: The Law School deans, faculty advisor of the student on whom the record is sought, the registrar and all designated subordinate staff, program directors, the University of Hawaii at Manoa Chancellor's Office and other persons designated by Business Memo No. 6.

Permanent faculty have authorized access to student records without permission of the student provided a record of that access is kept in the student file and access is for a legitimate educational interest as determined by the Law School Registrar.

All other persons with a legitimate educational interest as determined by the Law School Registrar may have access to a student's record upon permission of the student and completion of the appropriate forms.

PRE-ADMISSION TO LAW SCHOOL PROGRAM

The Pre-Admission to Law School Program is designed to provide students from disadvantaged population groups under-represented in the Hawaii Bar with an opportunity to improve and to demonstrate their ability to do law school work. The students, who are selected from among each year's Law School applicants who are not admitted, have records of prior achievement which, while not strong enough to justify admission, indicate potential for successful completion of law study and significant contribution as lawyers.

Students in the Pre-Admission to Law School Program enroll each semester in selected first year law courses and one special law seminar for Pre-Admission students. Credits received in the regular law courses count toward the requirements for a J.D. degree as defined by regulations.

Financial assistance may be available to qualified Pre-Admission students. Professor Corey Park is Director of the Pre-Admission Program.

UH SCHOOL OF LAW
STANDING COMMITTEE STRUCTURE

<u>NAME</u>	<u>STAFFING COMPLEMENT</u>	<u>WORK SCHEDULE</u>
<u>CURRICULUM</u> To consider and prepare appropriate draft material for faculty approval of any proposed adjustments to the curriculum of the School and to conduct an on-going evaluation on the effectiveness and usefulness of current course offerings	4 faculty, 3 students <u>Miller, Seligson,</u> <u>Gresser, Barkai, +</u> 3 students	Sept. 15-Apr. 15
<u>FACULTY RECRUITMENT</u> To recruit and recommend for faculty approval candidates for permanent status in the Law School and recruit and recommend for faculty approval outstanding legal educators to staff future classes	4 faculty, 3 students <u>Bowman, Harrison,</u> <u>Guben, Chang, +</u> 3 students	Sept. 15-Apr. 15
<u>FACULTY DEVELOPMENT AND EVALUATION</u> To develop a program leading to continued improvement of available faculty resources and to develop a program for systematic, fair, continuous and adequately documented evaluation of faculty teaching and research performance	2 faculty, 2 students <u>Harrison, Gresser, +</u> 2 students	Sept. 15-Apr. 15
<u>ADMISSIONS</u>	3 faculty, 3 students <u>Dupont, Kam, Van Dyke,</u> + 3 students	Sept. 15-Apr. 15

<u>NAME</u>	<u>STAFFING COMPLEMENT</u>	<u>WORK SCHEDULE</u>
<u>ACADEMIC REGULATIONS</u> To consider and prepare appropriate draft language for faculty approval of any proposed changes in the academic regulations	2 faculty, 2 students <u>Harrison, Bowman +</u> 2 students	Sept. 15-Apr. 15
<u>STUDENT RECRUITMENT AND PLACEMENT</u> To consider all proposals involving the School in student recruitment and placement activities and to prepare draft policies governing Law School involvement for faculty approval	1 faculty, 1 staff, 2 students <u>Kam, Park, +</u> 2 students	Continuous
<u>PRE-ADMISSION TO LAW SCHOOL PROGRAM</u>	2 faculty, 2 students <u>Van Dyke, Miller, +</u> 2 students	
<u>LAW REVIEW</u>	2 faculty, 2 students <u>Callies, Miller, +</u> 2 students	
<u>MOOT COURT</u>	2 faculty, 2 students <u>Player, Selinger, +</u> 2 students	
<u>PERMANENT BUILDING PLANNING</u> To serve as a conduit for information and suggestions between the Law School community and University authorities and the designated architects and contractors regarding a permanent law school building	1 faculty, 1 staff, 2 students <u>Dupont, Karimoto, +</u> 2 students	

* Underlining signifies committee chairpersons